

JOB DESCRIPTION

TITLE: Teaching Staff Member - Elementary School

QUALIFICATIONS: A Bachelor's degree from an accredited college or University and a N.J. General Elementary teaching certificate in accordance with N.J.S.A. 18A: 26-2 N.J.A.C. 6:11-5. 1, 5.2, 6.1, 6.2, 6.3, 8.3, 8.4, 8.5, 8.6.

REPORTS TO: Directly to the building principal or his designee

GENERAL DESCRIPTION:

Teaching staff members will instruct children in their charge in accordance with the curriculum and course of study adopted by the Board of Education.

PERFORMANCE RESPONSIBILITIES:

1. Upholds and enforces school, administrative, board and state rules, regulations and policies.
2. Assumes responsibility for condition of assigned room and for equipment and materials issued for his/her use.
3. Communicates with parents and school personnel as necessary to discuss pupil progress under direction of the building principal.
4. Maintains required records, completes reports, and handles other routine assignments in an appropriate and punctual manner.
5. Participates in curriculum and other developmental programs as assigned.
6. Maintains standards of pupil behavior to provide an orderly, productive school and classroom environment.
7. Develops lesson plans and instructional materials to adapt to the curriculum.
8. Will be expected to attend school related night activities when necessary and according to school policy.
9. Maintains a safe school environment.

10. Identifies pupil needs and cooperates with other professional staff members in assessing and helping pupils solve learning, social, and attitude problems.
11. Groups students for instructional purposes or activities so as to enhance pupil performance and provide for individual needs.
12. Assumes responsibility for any other duties or responsibilities assigned by the Principal.

NUTLEY PUBLIC SCHOOLS
NUTLEY, NEW JERSEY

FRANKLIN SCHOOL TEACHER DUTIES AND RESPONSIBILITIES

Specific: General

1. Promotes satisfactory pupil progress and growth toward curriculum objectives.
2. Assists in the selection of textbooks and other instructional materials.
3. Participates in curriculum and other developmental programs.
4. Uses a variety of large groups, small groups, and individual instruction, where appropriate, to instruct students within the existing school facilities.
5. Communicates with school personnel and parents, when necessary, to discuss pupil progress.
6. Implements the district's philosophy of education and instructional goals and objectives.
7. Upholds school rules, administrative regulations and board policies.
8. Maintains standards of pupil behavior to provide an orderly, safe, productive school environment.
9. Attempts to recognize pupil needs and cooperates with other professional staff members in dealing with them.
10. Develops and maintains professional competence through participation in such activities as in-service education, workshops, and self-selected professional growth activities.
11. Participates on faculty committees and attends PTA meetings during the school year, assisting in various presentations as requested.
12. Performs other duties as may be assigned by the building administrators, supervisors or central office administrators.

June 25, 1979

MS-1

7/30/79

NUTLEY PUBLIC SCHOOLS
NUTLEY, NEW JERSEY

FRANKLIN SCHOOL TEACHER DUTIES AND RESPONSIBILITIES

Specific: English

1. Encourages effective oral self-expression in an effort to make students appreciate the value of language and to make them more confident and self assured.
2. Promotes good listening skills.
3. Reinforces basic reading skills and encourages outside reading and use of the library.
4. Introduces basic literary forms and terms in an effort to lay a foundation for literary appreciation.
5. Stresses the importance of accuracy in spelling.
6. Fosters an increase in vocabulary and encourages its incorporation into daily speech and written work.
7. Instructs students in grammar, proper sentence structure, and proper usage so as to improve both written and oral skills.
8. Encourages a sense of personal worth and uniqueness through independent thinking and creative self expression.
9. Stresses unified ideas, logical flow of sentences, correct usage and accurate spelling in paragraph composition.
10. Serves as a model for students by using good grammar, good enunciation and a minimum of slang in working with students.

June 25, 1979

MS-2

7/30/79

NUTLEY PUBLIC SCHOOLS
NUTLEY, NEW JERSEY

FRANKLIN SCHOOL TEACHER DUTIES AND RESPONSIBILITIES

Specific: Social Studies

1. Teaches courses in the social studies based upon the approved Concepts/Skills Approach to the social studies content curriculum.
2. Helps students develop work study skills common to the social studies, such as reading maps, charts, graphs, etc., and cultivates skills in academic research within the area of social studies.
3. Helps students to comprehend the contributions of our American culture and other world cultures.
4. Develops student awareness of the cultural, economic, political, social, historical and geographical similarities and differences of the world's peoples and countries.
5. Helps students develop a knowledge of the current major problems confronting the world.
6. Helps students to develop an understanding that social studies will be viewed as those disciplines concerned with people, how they live in society, the past and present, and their relationship to the earth and its resources.
7. Encourages students to understand the concepts of democratic living.
8. Employs teaching techniques which encourage students to become a part of the historical, governing, economic, or social process they are studying.
9. Employs appropriate materials from the mass media as teaching aids.
10. Develops student skills in following directions and carrying out responsibilities.
11. Encourages students to practice good citizenship, understand democracy and its fundamental principles and to develop a sense of responsibility toward each other, their community and society.

NUTLEY PUBLIC SCHOOLS
NUTLEY, NEW JERSEY

FRANKLIN SCHOOL TEACHER DUTIES AND RESPONSIBILITIES

Specific: Math

1. Reviews and reinforces previously acquired computational skills.
2. Introduces concepts of graphing data.
3. Reinforces informal geometric concepts.
4. Reinforces and develops skills in using fractions and decimals.
5. Reinforces skills and concepts acquired by students in day-to-day experience.
6. Provides the student with the background necessary for further mathematical studies by introducing new material as found in the course of study adopted by the Board of Education.
7. Introduces the student to logical thinking through mathematics.
8. Familiarizes students with future career opportunities relating to mathematics.
9. Stresses basic computational skills for mathematical literacy.
10. Stresses the importance of having a command of the language and symbolism of mathematics.

June 25, 1979

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NUTLEY PUBLIC SCHOOLS
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FRANKLIN SCHOOL TEACHER DUTIES AND RESPONSIBILITIES

Specific: Science

1. Introduces to students the inter-relationships and inter-dependence among man, plants, animals, and the air, water, and other materials of planet Earth.
2. Helps students develop an understanding of scientists and how they go about their work.
3. Helps students develop a variety of skills through lab and project work and making models and displays.
4. Provides experiences similar to those of practicing scientists; e.g. to identify problems, use the library, design methods for the study of problems, carry through projects and write reports.
5. Provides students through laboratory activities, opportunities to observe, organize information, interpret data, and formulate conclusions.
6. Helps students improve their communication skills through activities such as listening, reading, writing, graphing and diagramming.
7. Helps students develop sensitivity, curiosity, fascination and appreciation in relation to the objects and events of the natural world about them.
8. Prepares for classes in accordance with courses of study adopted by the Board of Education.
9. Helps students develop organizational skills.
10. Creates awareness in the variety of career opportunities in science and other science related occupations.
11. Presents science in an interesting, understandable manner, laying the foundation for students to take more science.

NUTLEY PUBLIC SCHOOLS
NUTLEY, NEW JERSEY

FRANKLIN SCHOOL TEACHER DUTIES AND RESPONSIBILITIES

Specific: Reading - Seventh & Eighth Grade

1. Develops perceptual accuracy, visual efficiency and flexibility of rate.
2. Stimulates student interest in words and helps them enlarge their own vocabularies.
3. Provides activities and exercises in basic reading skills.
4. Increases students use and knowledge of the library and reference materials.
5. Promotes the reading habit for enjoyment and comprehension.
6. Stresses the reading skills needed to read and comprehend the materials of the different subject areas.
7. Develops reading as a phase of communication clarification, correlated with efforts to improve writing, speaking and listening skills.
8. Teaches reading according to the course of study adopted by the Board of Education in consultation with teachers.

NUTLEY PUBLIC SCHOOLS
NUTLEY, NEW JERSEY

FRANKLIN SCHOOL TEACHER DUTIES AND RESPONSIBILITIES

Specific: Physical Education & Health

1. Teaches courses in physical education in such a manner as to make it interesting, compelling and self-motivating.
2. Provides a program of instruction that helps the individual develop a reservoir of endurance to meet emergencies.
3. Provides the skills necessary to participate in sports and recreation with ease, enjoyment and safety.
4. Gives leadership toward developing attitudes and habits of loyalty, cooperation, initiative, self-control and courtesy.
5. Imparts, through physical education, a philosophy buttressed by facts, of the wise use of leisure time.
6. Provides, as much as is humanly possible, for the overall safety of students by means of proper equipment and instruction in rules and courtesies.
7. Creates an understanding of good health as a practical and achievable goal.
8. Assists students in making realistic decisions about their health concerns.
9. Provides students with practical and pertinent information about their physical, emotional, and social growth, the hazards of alcohol, narcotics and smoking, and the seriousness of communicable diseases, especially venereal disease.
10. Orders and maintains an inventory of equipment and supplies in accordance with budget allotments.

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7/30/79

NUTLEY PUBLIC SCHOOLS
NUTLEY, NEW JERSEY

FRANKLIN SCHOOL TEACHER DUTIES AND RESPONSIBILITIES

Specific: Music

All Teachers

1. Teaches courses in music according to courses of study adopted by the Board of Education and through appropriate learning activities.
2. Presents the balanced music program embodied in the districts approved educational program, involving factual background material, material on current events, discussion time, and other appropriate activities designed to encourage pupils to develop skills and attitudes, draw conclusions, achieve improved interpersonal relationships, and make value judgements based on scientific methods of inquiry.
3. Makes current material from the mass media/audio visual aids available to assist pupils in the learning process.
4. Develops one's musicality as a performer and teacher.
5. Establishes a standard of musical excellence in each class and music performance group as assigned.
6. Prepares a list of recommended new music which is submitted to the school office following its review by the department supervisor at the officially designated date.

Instrumental Teachers

1. Instructs the performing group or groups as assigned. This includes the development of the musicianship of each student, technically and interpretively, on his/her instrument or instruments, as an individual performer as well as a member of the band, orchestra, or both.
2. Maintains an inventory of the musical instruments, equipment, uniforms, and music of the group or groups when these are assigned to the students. Recommendations for the repair or replacement of these items are initiated when required by the teacher in charge of each band or orchestra.

Choral Teachers

1. Maintains an inventory of music and choir gowns when they are assigned to the students. Recommendations for the replacement of these items are initiated when required by the teacher in charge of each choral group or chorus.
2. Develops the musicianship of each student, technically and interpretively, as vocalists performing individually as well as a member of the choral group or chorus.

NUTLEY PUBLIC SCHOOLS
NUTLEY, NEW JERSEY

FRANKLIN SCHOOL TEACHER DUTIES AND RESPONSIBILITIES

Specific: Fine Arts

1. Encourage students to experiment in different art media.
2. Strives to create an aesthetic atmosphere in the classroom.
3. Upholds and demonstrates safe working conditions for dealing with equipment in the classroom.
4. Sets and maintains criteria for student and for teacher evaluation of student work.
5. Prepares lessons in accordance with adopted curriculum.
6. Familiarizes students with art related professions.
7. Encourages students to be aware of art in their daily lives.
8. Orders and maintains an inventory of equipment and supplies in accordance with budget allotments.

NUTLEY PUBLIC SCHOOLS
NUTLEY, NEW JERSEY

FRANKLIN SCHOOL TEACHER DUTIES AND RESPONSIBILITIES

Specific: Industrial Arts

1. Meets and instructs students within curriculum guidelines.
2. Emphasizes safety and safe working practices in the classroom.
3. Orders and maintains an inventory of all materials, supplies, and equipment in accordance with budget allotments.
4. Maintains tools and equipment and demonstrates their use, emphasizing correct and safe procedures.
5. Sets and maintains criteria for student and for teacher evaluation of student work.
6. Familiarizes students with career related professions.
7. Seeks desirable work habits.
8. Introduces basic processes and operations found in industry.

NUTLEY PUBLIC SCHOOLS
NUTLEY, NEW JERSEY

FRANKLIN SCHOOL TEACHER DUTIES AND RESPONSIBILITIES

Specific: Clothing

1. Introduces the students to the use and care of a sewing machine.
2. Explores clothing construction techniques through the use of patterns, notebooks, workbooks, and projects as necessary within the curriculum.
3. Provides opportunities for creativity in area of clothing construction.
4. Familiarizes the students with future career opportunities relating to clothing.
5. Sets procedures for student and teacher evaluation of student work.
6. Attempts to provide classroom experiences that recognize individual differences, needs, interests, and goals.
7. Orders and maintains an inventory of equipment and supplies in accordance with budget allotments.

NUTLEY PUBLIC SCHOOLS
NUTLEY, NEW JERSEY

FRANKLIN SCHOOL TEACHER DUTIES AND RESPONSIBILITIES

Specific: Typing

1. Introduces the keyboard and typing skill using the 'touch type' method.
2. Stresses the importance of following instructions with accuracy and thoroughness.
3. Develops a further awareness of the opportunities in the business oriented fields, i.e., career awareness.
4. Teaches the correct use of the typewriter and stresses the importance of care and maintenance of its parts.
5. Strives to develop manipulative dexterity.
6. Facilitates the preparation of research papers and projects for the future education of the students.
7. Presents to all students an awareness of business courses and skills for their future high school academic needs.
8. Seeks proficiency in typing of problems for the students' personal or vocational use.

NUTLEY PUBLIC SCHOOLS
NUTLEY, NEW JERSEY

FRANKLIN SCHOOL GUIDANCE COUNSELOR DUTIES AND RESPONSIBILITIES

Specific: Guidance

1. Counsels with individuals and small groups as to self understanding and self acceptance, needs and concerns, behavior and special problems, educational programs and goals, career choices and life plans.
2. Consults with teachers, individually and in groups, concerning pupils' potentials, motivation, progress, learning difficulties, and attitudes.
3. Interprets test results and assists parents in formulating accurate perceptions of the learning potential and progress of their children, understanding behavioral problems that may exist, and planning educational and career goals.
4. Provides orientation and sources of information to pupils, teachers, and parents about the course requirements of students entering Franklin School or upon entering Nutley High School.
5. Directs the administration of standardized testing programs and provides the proper feedback of data to the faculty, students and parents.
6. Assists the administration in the scheduling of the seventh, eighth, and ninth grade students of the Nutley school system.
7. Works closely with the Child Study Team in providing individual educational plans for those students who have been designated as having a learning difficulty.
8. Confers with the Child Study Team to recommend and refer those students in need of counseling or community resources, placement, or child welfare agency.
9. Articulates student placement; elementary, middle, and high school staff.
10. Performs additional duties as assigned including:
 - A. Interviews and familiarizes the family and students new to Franklin School
 - B. Directs career club as an extra curricular activity
 - C. Assists in P.T.A. presentations
 - D. Participates in various classroom activities

NUTLEY PUBLIC SCHOOLS
NUTLEY, NEW JERSEY

JOB DESCRIPTION

HIGH SCHOOL TEACHER DUTIES AND RESPONSIBILITIES

General:

1. Develops instructional plans and organizes class time to provide a balanced program of instruction, demonstration, and working time.
2. Provides individual and small group instruction whenever appropriate, in order to adapt the curriculum to the needs of pupils with varying intellectual and special abilities, and to accommodate a variety of instructional activities.
3. Evaluates each pupil's performance and growth in knowledge and understanding and prepares progress reports.
4. Supervises pupils in out-of-classroom activities during the assigned work day.
5. Establishes and maintains standards of pupil behavior essential to an orderly and productive environment.
6. Communicates with parents and other professional staff members on the individual pupil's progress.
7. Develops and maintains professional competence through participation in in-service education activities, workshops, and self selected professional growth activities.
8. Participates in the sponsorship of student activities. Participates in the work of faculty committees.
9. Identifies pupils' needs and cooperates with other professional staff members in assessing and helping pupils solve health, attitude and learning problems.
10. Performs assigned duties as needed for school sponsored athletic, dramatic and social activities wherever held.
11. Exercise such other powers and carries out other duties as assigned by the supervisor/principal and approved by the superintendent.

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NUTLEY PUBLIC SCHOOLS
NUTLEY, NEW JERSEY

HIGH SCHOOL TEACHER DUTIES AND RESPONSIBILITIES

Specific: English

1. Teaches courses in English according to courses of study adopted by the Board of Education and adapted to suit the class needs.
2. Plans and presents lessons and gives assignments designed to develop skills necessary for:
 - a. clear and correct written expression
 - b. attentive listening
 - c. basic comprehension in reading
 - d. effective oral expression
3. Emphasizes vocabulary enrichment and proper usage of the dictionary.
4. Implements and augments lessons by the use of audio-visual materials where available and suitable to the course of study.
5. Develops student organizational skills necessary to carry through long range assignments.
6. Cooperates with the school librarian in providing for the development of skills necessary for library use.
7. Guides students in English course selections and provides students the opportunity to gain extra instruction where warranted.
8. Performs any other tasks as assigned.

NUTLEY PUBLIC SCHOOLS
NUTLEY, NEW JERSEY

HIGH SCHOOL TEACHER DUTIES AND RESPONSIBILITIES

Specific: Mathematics

1. Teaches courses in mathematics in accordance with courses of study adopted by the Board of Education and adapted to suit the class needs.
2. Cooperates with departmental staff members and supervisors in sharing ideas, experiences, materials and techniques to improve mathematics instruction.
3. Implements departmental policy by instruction and action.
4. Guides students in Mathematics course selections and provides students the opportunity to gain instruction where warranted.
5. Performs other tasks as assigned.

June 25, 1979

H.S.-3

7/30/79

NUTLEY PUBLIC SCHOOLS
NUTLEY, NEW JERSEY

HIGH SCHOOL TEACHER DUTIES AND RESPONSIBILITIES

Specific: Science

1. Teaches courses in science according to courses of study adopted by the Board of Education and adapted to suit the class needs.
2. Provides for curriculum review and change.
3. Ensures a safe environment and instructs students in proper safety procedure in laboratory situations.
4. Provides input into science textbook selections, supplies, and equipment needs.
5. Guides students in science course selections and provides students the opportunity to gain extra instruction where warranted.
6. Develops insight into science careers.
7. Teaches organizational skills necessary to carrying out basic experiments. Teaches reporting, note taking and record keeping skills necessary for drawing conclusions in laboratory settings.
8. Performs other tasks as assigned.

June 25, 1979

H.S.-4

7/30/79

NUTLEY PUBLIC SCHOOLS
NUTLEY, NEW JERSEY

HIGH SCHOOL TEACHER DUTIES AND RESPONSIBILITIES

Specific: Social Studies

1. Teaches courses in social studies according to courses of study adopted to suit the class needs.
2. Instructs students in the basic skills and concepts relevant to the social science discipline.
3. Exposes students to the social science methodology and reference material.
4. Provides students the opportunity to experience the democratic process through classroom participation and prepares students in becoming aware of the responsibilities required to be democratic citizens.
5. Emphasizes and instructs students in the analytical process to appreciate the complexity and difficulty of understanding social science problems.
6. Exposes students to controversial issues in a manner that allows for a free exchange of ideas and opinions.
7. Guides students in social science course selections and provides students the opportunity to gain extra instruction where warranted.
8. Performs other tasks as assigned.

NUTLEY PUBLIC SCHOOLS
NUTLEY, NEW JERSEY

HIGH SCHOOL TEACHER DUTIES AND RESPONSIBILITIES

Specific: Business Education

1. Teaches courses in Business Education according to courses of study adopted by the Board of Education and adapted to suit the class needs.
2. Provides specific security for departmental equipment and materials while under their control.
3. Responds verbally or in writing, as requested by the immediate supervisor, to all circulars or directives initiated by the immediate supervisor.
4. Provides input into the formulation of the department budget.
5. Maintains a professional calendar which will allow for prompt participation at all scheduled departmental activities.
6. Initiates a meeting with the department supervisor for meetings they were unable to attend regardless of the reason.
7. Encourages students to set and to maintain standards of individual behavior which is appropriate to the business world.
8. Previews instructional materials and equipment as directed by the department supervisor and reports their findings to the supervisor.
9. Acquires professional competence in the use of all department equipment prior to its usage.
10. Controls student use of equipment with proper teacher supervision.
11. Guides students in business course selections and provides students the opportunity to gain extra instruction where warranted.
12. Performs any other task necessary for the operation of the Business Education department.

NUTLEY PUBLIC SCHOOL
NUTLEY, NEW JERSEY

HIGH SCHOOL TEACHER DUTIES AND RESPONSIBILITIES

Specific: Foreign Language

1. Implements the foreign language curriculaum approved and adopted by the Board of Education for French, German, Italian, Latin, and Spanish.
2. Provides correct models and appropriate opportunities for imitation and repetition of the oral language.
3. Uses the foreign language aloud and provides activities for the progressive development of sound and structural discrimination to achieve competence in listening comprehension.
4. Provides opportunities and appropriate activities for the practice and development of the speaking skill.
5. Provides opportunities and practice to establish sound/symbols correspondence as a basis for reading skills.
6. Uses correct grammar and presents examples to establish generalizations sufficient for listening and reading comprehension, speaking and composition.
7. Develops vocabulary in context; explains and encourages the various uses of the dictionary with emphasis on synonyms, cognates, prefixes, suffixes and word families.
8. Uses reading materials suitable to the student level; clarifies new and difficult structures and vocabulary; uses questions and other varied materials and activities for the progressive development of the reading comprehension skills.
9. Provides exercises and experiences in the area of writing for the gradual growth of skills in composition in the foreign language.
10. Presents features of the foreign culture, plans for and provides lessons and experiences for the understanding and appreciation of the artistic and intellectual achievement of the foreign culture.
11. Maintains and enhances language skills and cultural awareness by graduate course work, contact with the foreign culture - reading, television, film and correspondence - as well as by study, travel or residence abroad.

NUTLEY PUBLIC SCHOOLS
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HIGH SCHOOL TEACHER DUTIES AND RESPONSIBILITIES

CONT'D. - Specific: Foreign Language

12. Guides students in Foreign Language course selections and provides students the opportunity to gain instruction where warranted.
13. Performs other tasks as assigned.

NUTLEY PUBLIC SCHOOLS
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HIGH SCHOOL TEACHER DUTIES AND RESPONSIBILITIES

Specific: Fine and Industrial Arts

1. Teaches courses in Fine and Industrial Arts according to courses of study adopted by the Board of Education and adapted to suit the class needs.
2. Makes current material from the mass media/audio visual center available to assist pupils in the learning process.
3. Requests supplies and equipment to carry on the program as outlined in the course of study.
4. Provides safety instruction and carries out all the rules and regulations as outlined in the Fine and Industrial Arts safety program. Enforces safety rules in the classroom.
5. Provides individualized instruction where feasible.
6. Oversees the use and up-keep of all equipment and supplies in their assigned room.
7. Deposits in the main office/all money collected from students for special materials used.
8. Participates in approved school/community related projects.
9. Guides students in Fine and Industrial Arts course selections and provides students the opportunity to gain instruction where warranted.
10. Performs other tasks as assigned.

NUTLEY PUBLIC SCHOOLS
NUTLEY, NEW JERSEY

HIGH SCHOOL TEACHER DUTIES AND RESPONSIBILITIES

Specific: Physical Education and Health

1. Teaches courses in health and physical education according to courses of study adopted by the Board of Education and adapted to suit the class needs.
2. Implements by instruction and action the district's philosophy of health and physical education and instructional goals and objectives.
3. Supervises pupils in/out of classroom activities while in school.
4. Checks the safety of all equipment and supplies, and is accountable for the condition and storage of all equipment and supplies.
5. Develops a program of safety for all students by providing progressive instruction in all activities according to the degree of difficulty demanded of each activity.
6. Provides students the opportunity to gain extra instruction where warranted.
7. Performs other tasks as assigned.

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H.S.-10

7/30/79

NUTLEY PUBLIC SCHOOLS
NUTLEY, NEW JERSEY

HIGH SCHOOL TEACHER DUTIES AND RESPONSIBILITIES

Specific: Guidance Counselor

1. Counsels the new student in dealing with problems regarding plans and adjustment to Nutley High School.
2. Counsels assigned students in making personal, social, educational and vocational choices.
3. Seeks and makes arrangements for assistance for counselees who have special learning problems and adjustment difficulties through appropriate school/community agencies.
4. Is available for conferences with parents.
5. Assists with the testing program and interprets results.
6. Assists in the preparation and processing of school/college, financial assistance, scholarship, and employment applications. Makes recommendations for admissions, scholarships, and employment.
7. Assists in improving teacher-student relationships.
8. Maintains cumulative records, activity and other records as assigned.
9. Reviews transcript records for assigned counselees.
10. Performs other tasks as assigned.

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H.S.-11

7/30/79

NUTLEY PUBLIC SCHOOLS
NUTLEY, NEW JERSEY

HIGH SCHOOL TEACHER DUTIES AND REPONSIBILITIES

Specific: Music

1. Teaches courses in music according to courses of study adopted by the Board of Education and through appropriate learning activities adapted to suit class needs.
2. Presents the balanced music program embodied in the district's approved educational program, involving factual background material, material on current events, discussion time, and other appropriate activities designed to encourage pupils to develop skills and attitudes, draw conclusions, achieve improved interpersonal relationships, and make value judgments based on scientific methods of inquiry.
3. Makes current material from the mass media/audio visual aids available to assist pupils in the learning process.
4. Develops one's musicality as a performer and teacher.
5. Establishes a standard of musical excellence in each class and music performance group as assigned.
6. Instructs the performing group or groups as assigned. This includes the development of the musicianship of each student, technically and interpretively, both instrumentally and vocally, as an individual performer as well as a member of the band, orchestra, or choral group.
7. Maintains an inventory of the musical instruments, equipment, uniforms, and music of the group or groups when these are assigned to the students. Recommendations for the repair or replacement of these items are initiated when required by the teacher in charge of each band, orchestra, or choral group.
8. Prepares a list of recommended new music supplies and equipment which is submitted to the school office following its review by the department supervisor at the officially designated date.
9. Guides students in music course selections and provides students the opportunity to gain extra instruction where warranted.
10. Performs other tasks as assigned.

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HIGH SCHOOL TEACHER DUTIES AND RESPONSIBILITIES

Specific: Media

1. Processes short term and long term requests for use of audio visual hard and soft ware in the high school.
2. Handles the purchase and rental of media material and equipment while keeping within an allotted budget. This includes keeping postage and insurance records and receipts.
3. Video tapes school-related activities and projects.
4. Supervises the media room which is used as a work and resource area for media projects for individuals and small group assignments.
5. Supervises the Media Club whose members aid and assist in all daily functions of the media program.
6. Aids and assists all educational levels in minor maintenance of special media projects.
7. Conducts workshops for staff members at all levels in the proper use of equipment. Individual instructions are given to both students and faculty on request.
8. Works with bookkeeper with regard to billing and other financial matters concerned with a media program.
9. Maintains a complete up-to-date inventory of equipment, supplies, and software materials.
10. Performs other tasks as assigned.

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NUTLEY PUBLIC SCHOOLS
NUTLEY, NEW JERSEY

HIGH SCHOOL TEACHER DUTIES AND RESPONSIBILITIES

Specific: C.O.E., C.I.E.

1. Teaches courses in COE/CIE according to courses of study adopted by the Board of Education and adapted to suit the class needs.
2. Guides and selects students for participation in the cooperative vocational education programs.
3. Develops on-the-job training placement sites, places students, supervises the participation of employers, and maintains follow-up programs.
4. Supervises on-the-job training and evaluates student progress.
5. Teaches related instruction.
6. Assists students in adjusting to their work environment.
7. Conducts parental conferences as needed.
8. Maintains public relations with the business community.
9. Directs a vocational youth organization (COE Club) in compliance with state recommendations.
10. Guides students in COE/CIE course selections and provides students the opportunity to gain extra instruction where warranted.
11. Performs other tasks as assigned.

June 25, 1979

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7/30/79